

PASS TIMES

A PERSUPP DET Yokosuka Newsletter

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MILITARY TRAVEL RESTRICTION TO



BAHRAIN. Reference:
COMUSNAVCENT 031200Z
MAY 2001.

1. Due to the dependent travel restriction to Bahrain, effective immediately space available travel to and through Bahrain is restricted to mission essential personnel and authorized dependents only. Passengers must have one of the following documents in their possession to enter Bahrain:

- a. Military members must have an active duty or reserve military ID card with official orders directing permanent or temporary duty in the AOR.
- b. Dependents must have one of two items:
 - 1. A letter signed by the COMUSNAVCENT Chief of Staff or Commanding Officer, Naval Support Activity, Bahrain authorizing non-command sponsored dependent space available

travel/visitation approval.

- 2. A State of Bahrain Central Population Registration Card. This card is the size of a driver's license and is commonly referred to as the "CPR Card".
- c. DOD civilian personnel must have orders directing temporary or permanent duty in the AOR.
- d. Retired military personnel who work for contractors in the AOR may travel space A. They must have proof of employment in the AOR, such as a work VISA or memorandum on company letterhead, and proof they are on personal leave and are not conducting business for their respective company.
- e. Others: There may be other categories such as courts-martial witnesses, distinguished visitors, etc., who should have invitation orders. Passengers are also responsible for having

all documentation in accordance with the DOD Foreign Clearance Guide.

2. Any unauthorized personnel arriving in Bahrain will be immediately sent out of Bahrain on the next departing AMC flight.



**COMMERCIAL AIR
AS BACK UP FOR
GOVERNMENT**

AIR. Reference: DTR Part I.

DOD and Navy policy prohibit the use of commercial air reservations as back up for government organic airlift (e.g., NALO). Reasonable cut off times for confirmation of organic air must be established (usually three days). Commercial air reservations may be made only when it has been determined that government air is unavailable.



**FREQUENT FLYER
MILES.**

Reference: JFTR

1. Frequent traveler benefits received for services paid for by the Government belong to the Government. These benefits may:

- a. Be used for official travel and accommodation upgrades (**not to first class**) if authorized/approved by the AO based on Service regulations, **but**

- b. **Not be used for personal travel or**

**airline club
memberships.**

NOTE: The traveler must maintain records to be able to account for all Government-owned frequent traveler credits and used.



**STATE INCOME
TAX WITHHOLDING
(SITW)**

EXEMPTIONS FOR NATIVE

AMERICANS. Reference: DFAS Cleveland Center 261740Z APR 01.

1. Effective on and after May 1, 2001, service members that are native american and claim a tribal reservation as their residence while earning military compensation due to compliance of military orders may elect to claim exemption from state income tax withholdings (SITW).

2. To claim exemption from SITW, the servicemember must meet the following conditions:

- a. Servicemember claims a federally recognized tribal reservation as their domicile (legal residence).
- b. Servicemember is an enrolled member of the federally recognized native american tribe.

3. Servicemembers that meet the conditions in paragraph 2 are eligible to claim exemption from SITW. Servicemembers must submit a state income tax exemption test certificate (DD Form

2058-1) with the following pen and ink change:

"I certify that I anticipate meeting the two conditions necessary to be exempt from withholdings for the calendar year 20XX. I also declare that I will notify the Defense Finance and Accounting Service of any changes that affect my withholdings status." NOTE: XX denotes calendar year.

4. A list of federally recognized tribes can be found in the Federal Register/VOL 65, at www.access.gpo.gov.



**NEW REQUIREMENTS FOR
DOCUMENTING PRIMARY
AND SECONDARY NEXT OF
KIN (PNOK-SNOK) ON
NAVPERS 1070-602,
DEPENDENCY APPLICATION
RECORD OF EMERGENCY DATA.**

Reference: NAVADMIN 098/01.

1. To improve information resources for Navy Casualty Assistance Calls Personnel, NAVADMIN 098/01 announces the requirement to add names of PNOK/SNOK, addresses and telephone numbers to NAVPERS 1070/602. The purpose is to expedite initial contact with member's PNOK or SNOK.

2. The record of emergency data contain information pertaining to the member's spouse, children, parents, or other person(s) to be notified in the event the member enters one of the following casualty categories:

- a. Becomes ill or

- b. Seriously injured or
- c. Enters a missing status or
- d. Dies

In addition, the designated beneficiary information is provided on these documents.



**FAMILY SUBSISTENCE
SUPPLEMENTAL ALLOWANCE (FSSA)**

Reference: DFAS Cleveland OH 101700Z MAY 01.

1. This article is to provide information on Family Subsistence Supplemental Allowance (FSSA) which is a new entitlement authorized in section 604 of the National Defense Authorization Act (NDAA) for Fiscal Year 2001. Family Subsistence Supplemental Allowance (FSSA) is effective May 1, 2001. The intent of this allowance is to remove low income families from food stamp eligibility. All members are entitled to apply for FSSA whether currently in receipt of food stamps or not. The allowance is payable in amounts not to exceed \$500.00 per month. NAVADMIN 107/01 provides guidance on initial application for the allowance and command responsibilities for certification and recertification of eligibility.

2. FSSA will stop in the following circumstances:

- a. Upon advancement.
- b. Upon increase in the member's household income greater than \$100.00 (annual pay raise, new start or increase of

- another entitlement,
etc).
- c. Upon the member's failure
to recertify eligibility.



IMPLEMENTATION OF
LEAVE AND EARNING
STATEMENT (LES)
VIA
EMPLOYEE/MEMBER
SELF SERVICE (E/MSS)
FOR ACTIVE AND RESERVE FORCES.

Reference: Military Pay
Advisory 60/01.

1. The purpose of this article is to forward information about LES via E/MSS and to establish/reinforce PIN procedures. The E/MSS project team has successfully tested the LES via E/MSS enhancement and implementation for the Navy active and reserve forces is May 30, 2001. This enhancement will allow the service member to view and print their LES on line by selecting the option from the account selection menu of E/MSS using a personal computer and a customized PIN. Hard copies of the LES will remain available.

2. For those service members that have never accessed E/MSS they can do so my using the temporary PIN that was included in a mailed letter. If the service member does not have a PIN letter, they must obtain a new temporary PIN by following these steps:

a. You must fax or mail the following information to DFAS in order to establish a new temporary PIN. Clearly indicate on your request "E/MSS PIN" and include:

- Name
- SSN
- Copy of your government ID with photo
- Daytime phone number
- Signature

b. Your new temporary PIN will be set to the last 5 numbers of your SSN. The FAX number is (216) 522-5800 or DSN 580-5800 or mail the information to DFAS- Cleveland/PMCAA, attention E/MSS, 1240 East 9th Street, Cleveland, OH 44199. Please wait two (2) business days before attempting to utilize the new temporary PIN (allow additional time if mailed). Confirmation that your PIN has been reset will not be sent.

3. If you have already accessed E/MSS previously and you have forgotten your customized PIN you may reestablish your access by following these steps:

a. Access the E/MSS system at <https://emss.dfas.mil> or <http://www.dfas.mil/emss/>. Establish a new PIN by entering any 4-8 numeric digit PIN three times. This will suspend your PIN record. Screen displays will give you an opportunity to establish a new customized PIN on-line by entering the desired new PIN twice and correctly responding to the identity validation questions.

4. If you suspended your customized PIN, you may reestablish your access by following these steps:

a. Access the E/MSS system at <http://emss.dfas.mil> or <http://www.dfas.mil/emss/>. Enter

your SSN and any 4-8 numeric digit PIN once. Follow the screen prompts to establish a new customized PIN by entering the desired new PIN twice and correctly responding to the identity validation questions.

5. If you encounter any problems with the above procedures you may contact the E/MSS customer service at 1-800-390-2348 from 0700 through 1930 EST, Monday through Friday for additional assistance.

NAVPTO REMINDERS.



Reference:
Transportation
Guide at

www.psapac.navy.mil. Please look at the following topics:

- a. REQUESTING TRAVEL RESERVATIONS
 - b. TRAVEL ARRANGEMENTS
 - c. CHANGING RESERVATIONS AFTER WORKING HOURS
 - d. REQUESTING EMERGENT TRANSPORTATION SUPPORT WHILE AT PERMANENT DUTY STATION OR ENROUTE OR ON A TRAVEL STATUS
 - e. STUDENT DEPENDENT TRAVEL
1. All travel requests must come through NAVPTO. Call the PSD CDO for after hours travel. If a member is in an area with a Transportation Office, they need to contact that office or their CDO.
 2. All Navy funded Temporary Additional Duty (TAD) orders require a 12-position Cost Code and a 15-position Standard Document Number (SDN) including Student Travel Orders. If accounting data is

placed on the TAD PRR, it will speed up our process.

3. All Passenger Reservation Requests should be typed for both TAD and PCS. NAVPTO and SATO have to read these forms and the information on the flight reservation must be correct. If a name has to be changed, the flight reservation must be cancelled and rebooked, and the same seats may not be available. The forms are in the web site under Passenger Request Forms. Download them to a disk. The form has been expanded so it won't use two pages. Please download the new version to use.

PRR REMINDERS:

1. Please do not call to see if it was received.
2. Please do not call SATO to ask if your tickets are ready.
3. We are still getting DUPLICATE PRR's. If you e-mailed it, do not bring another PRR to NAVPTO.
4. Duplicate bookings sometimes cause both reservations to be cancelled.
5. Please screen the PRR's for correct information before e-mailing.
6. Block 20 is still incomplete.
7. Please put accounting data on the PRR.

CHANGES FOR EMERGENCY LEAVE TRAVEL.

If applicable, orders must state: "PENALTY FARES/NON-REIMBURSABLE FARES AUTHORIZED".

USE OF PENALTY TICKETS.

Restricted penalty, and non-refundable fares may be used provided the Transportation Section holds a letter from the command stating that the command wants to take advantage of any restricted, penalty, and non-refundable fares available whenever possible, and accept responsibility for any additional charges if an itinerary change must be made or the trip is cancelled. The "Remarks Section" of the orders must also include the following statement: **"PENALTY FARES/NON-REIMBURSABLE FARES AUTHORIZED"**.